

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
CHILDREN SYSTEM OF CARE
CHILD WELFARE DIVISION**

TRANSFER OPPORTUNITY



INTERMEDIATE TYPIST CLERK Spanish Speaking

The Child Welfare Division is seeking an enthusiastic, motivated, experienced individual to fill the position of Intermediate Typist Clerk to provide clerical support to the Quality Services Review (QSR) and Coaching programs. The ITC position will provide Spanish language interpretation on a monthly basis to staff on QSR reviews, interviewing family members in the child welfare system in various countywide locations and for other administrative activities handled by the division. Candidates with excellent administrative, organizational, verbal and written communication skills are encouraged to apply.

EXAMPLE OF DUTIES:

- Type and proof read reports, memos, letters, and other documents.
- Provide direct clerical support to the unit supervisors and other staff in the Child Welfare Division (faxes, photocopies, memos etc.)
- Collect and deliver correspondence, records and packages on regular messenger rounds and upon request.
- Special assignments, as needed.
- Required to travel to various countywide location with occasional after-hour interpretation

DESIRABLE QUALIFICATIONS:

- Strong administrative and organizational skills.
- Ability to multi-task, prioritize multiple assignments and meet deadlines.
- Strong verbal and written communication skills.
- Ability to represent the Department well and communicate effectively with others in the public and private sectors.
- Skilled in working with MS Office, i.e., Word, Excel, PowerPoint, and Outlook.

Interested applicants who are currently holding the payroll title of ITC may submit their resume, last two (2) performance evaluations, and last two (2) years of master time cards **by 5:00 PM on Friday, December 6, 2013 to:**

Jean Watkins, Supervising Psychologist

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